

Dress Code

Purpose

To provide guidance to Skagit Regional Health employees on appropriate attire for the healthcare setting.

Policy

All SRH employees and volunteers will wear appropriate clothing and accessories to project a professional image. Extremes in clothing, jewelry, hair color or style, including visible body piercings and tattoos are considered inappropriate for the healthcare setting. Employees will refrain from wearing "perfumed" products. Employees will be counseled regarding appearance or attire that does not meet the intent of this policy, even if not specifically prohibited herein. Employees failing to appear or dress in accordance with this policy will be subject to Corrective Action up to and including termination. Questions concerning the dress code will be directed to and addressed by the Human Resources Department.

Support Data

1. A professional appearance, cleanliness and personal hygiene are important in forming a positive impression of quality patient care.
2. Employees and volunteers directly represent SRH and therefore, should use good judgment in selecting clothing, and maintain appropriate standards of hygiene, appearance and dress.
3. Many patients and employees have sensitivities and allergies to scented products. Employees will refrain from wearing "perfumed" personal care products.
4. This Dress Code is **not** intended to identify all appropriate and inappropriate dress, rather it is intended to express the intent that SRH employees and volunteers should dress in a manner which reflects positively on the professionalism of the organization.

Definitions

1. Appropriate Clothing:
 - a. SRH logo shirts may be worn at anytime, as long as the item is clean and in good repair.
 - b. Shorter dress pants that convey a professional image may be worn, but must be long enough to cover the knees.
 - c. SRH logo caps may be worn by Food Services employees required to wear hair covering.
 - d. Scrubs: may be worn when all of the following conditions are met:
 - i. Scrubs are allowed by the departmental dress code;
 - ii. Employees purchase and launder their own scrubs, and
 - iii. The scrubs are not made of denim or look like denim.
2. Inappropriate Clothing: The following are examples of clothing considered inappropriate:
 - a. Tank tops, tops that show any portion of the employee's midriff;
 - b. Sleeveless tops are not to be worn by employees providing direct patient care;
 - c. Shorts, bib overalls, Spandex, stirrup pants and leggings;
 - d. Exercise and sports attire including baseball or other hats or caps;
 - e. T-shirts with slogans or pictures on them;
 - f. Flannel shirts or sweats; and
 - g. Denim including blue jeans and denim skirts/dresses.
 - h. Scrubs that are made of denim, or look like denim are not allowed.

3. Scrubs: Scrubs will be provided to employees in the departments in which they are required including:
- Operating Rooms;
 - Sterile Processing;
 - The Family Birth Center;
 - Scrubs in these areas will be issued on a biannual/as needed basis;
 - Employees are expected to launder their own scrubs, unless laundering of their scrubs falls under the *Exposure Control Program*. (see linked document below)

Procedure

- Body piercing and tattoos:
 - SRH reserves the right to require employees to cover or otherwise remove visible tattoos and / or piercings that SRH administration deems inappropriate for the healthcare setting or unacceptable due to location, size or content.
 - Tongue piercings must be removed when the employee is working.
- Footwear:
 - Must be appropriate for the area in which the employee is working.
 - Open-toed shoes shall not be worn in any clinical area or by anyone involved in the transport of patients or equipment.
 - Athletic/tennis shoes are allowed in clinical areas only.
 - Footwear must be clean and in good repair.
 - Professional dress sandals may be worn by non-clinical employees, but does not include any shoe/sandal closely resembling "flip-flops" or other beach sandal.
- False fingernails:
 - Personal hand hygiene and infection control efforts prohibit the use or wearing of any type of false or artificial fingernails on employees providing direct patient care.
 - See linked document below: *Hand Washing & Hand Antisepsis*
- Scents and Perfumes:
 - Personal care products with a strong scent, such as perfume, cologne or after shave must be avoided. Employees who smell of tobacco or tobacco smoke will be asked to leave and return when the smell has been removed. (See *Tobacco-Free Environment Policy*.)
- Professional Events:
 - SRH leaders and others who may have occasion to meet professionally with outside organization representatives should at all times dress in business attire.
 - The dress expectations will be articulated where possible in invitations to outside events.
- Identification Badges:
 - Employees must wear their identification badges at all times.
 - Badges shall not to be modified in any way.
 - Nothing should be attached to the name badge that would damage it in any way or otherwise cover the badge (i.e. stickers or push pins).
- Excessive Environmental Conditions:
 - In situations where the work climate is not controlled to a comfortable level, employees may speak with Human Resources regarding clothing modifications or measures that may be taken for the employee or volunteer to remain comfortable.

PLEASE SIGN AND DATE THE FOLLOWING PAGE

Referenced Documents

Reference Type	Title	Notes
Documents referenced by this document		
Applicable Documents	Handwashing and Hand Antisepsis	
Applicable Documents	Exposure Control Program	

Signed by	(04/09/2015) Committee Policy & Procedure	
Effective	04/09/2015	Document Owner Martin, Deborah
Original Effective Date	05/01/2000	
Revised	[05/01/2000 Rev. 0], [02/26/2002 Rev. 1], [08/14/2003 Rev. 2], [09/21/2004 Rev. 3], [11/11/2004 Rev. 4], [03/22/2005 Rev. 5], [08/30/2005 Rev. 6], [05/02/2006 Rev. 7], [04/11/2007 Rev. 8], [01/26/2010 Rev. 9], [04/09/2015 Rev. 10]	

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https://www.lucidoc.com/cgi/doc-gw.pl?ref=svh_p:10675

By signing, I acknowledge that I have reviewed the Skagit Regional Health Dress Code, HR-44 and understand it is subject to change as needed and I am required to comply. I understand that the Official Policy can be found in the HR/Employee Manual on the Skagit Regional Health Intranet site.

Sign: _____ Date: _____

This form is for Human Resource purposes only